

Subject file

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ADMINISTRATIVE - INTERNAL USE ONLY

21 DEC 1978

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney,
Director of Personnel

SUBJECT : Office of Personnel Report --
Week Ending 20 December 1978

STATINTL

1. Advertising: [REDACTED] Chief and Deputy Chief of Recruitment Division, and [REDACTED] OMS/Psychological Services Staff, met with its first group of DDO Career Trainees on 14 December to discuss advertising copy and approaches. Similar meetings are scheduled for 4 and 11 January in an effort to determine the attractiveness and effectiveness of Agency advertising. (U)

STATINTL

2. [REDACTED] Recruitment Office: [REDACTED] and [REDACTED] met with [REDACTED] of the Real Estate and Construction Division, Office of Logistics, on 18 December to discuss floor plans of the new recruitment office being established in [REDACTED]. The target date for occupancy of the new office is June 1979. (U)

STATINTL

3. NAPA Team: The NAPA Team has expressed interest in an employee attitude survey. We are exploring the printing and schedules aspects of such a survey. (U)

4. Retirement Activity: The figures shown below depict the total retirement activity for the period 1 July 1978 through 12 January 1979. The figures in the clear show totals. The figures in parentheses represent persons who have opted for discontinued service or "involuntary" retirement. Thus, of 364 persons to go by 12 January, 69 are going under the "liberal" options. (U/AIUO)

	<u>Civil Service</u>	<u>CIARDS</u>	<u>Total</u>
Retired	71 (21)	104 (9)	175 (30)
Signed to go	80 (29)	109 (10)	189 (39)
Totals	151 (50)	213 (19)	364 (69)

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5. Open Season - Health Benefits: Final analysis of the Health Benefits Program Open Season held from 13 November through 8 December 1978 is as follows:

Association Benefit Plan - - - - - net loss - 54
Service Benefit Plan - - - - - net gain - 87
Indemnity Benefit Plan - - - - - net gain - 15
Postmaster's Benefit Plan - - - - - net gain - 24

In addition to the above, there were very minor changes in a number of other plans. (U)

6. Tickets by Computer: Representatives of Pan American and American Airlines visited the Agency on 12 December 1978 to discuss the use of their "SABRE" computer system for airline reservations and ticketing. Present were members of the Office of Security, Central Cover Staff and Central Processing Branch and Benefits and Services Division of the Office of Personnel. The system displays on a CRT a choice of routings between any given points around the world and indicates up to the minute availability of seats on all flights. It also issues tickets on site. Further information will be obtained about this and similar competitive systems. (U/AIUO)

7. Suggestion: No suggestions were received this week. The total number of suggestions received since the program began on 15 June 1977 is 69. (U)

8. Rehired Annuitants: See attached report. (U)

COMING EVENTS:

STATINTL (1). Military Reserve Meeting: The guest speaker for our
STATINTL Military Reserve Meeting on 8 January in the Headquarters auditorium
(1745 hours) will be [REDACTED] Chief, East Forces Division,
Office of Strategic Research. [REDACTED] topic will be "Armed
Forces of the Peoples Republic of China." (U)

(2). APP: Distribute Phase II APP forms to Career Services. (U)

(3). PDP: Continue with PDP analyses. (U)

STATINTL

[REDACTED]
F. W. M. Janney

Attachment

Distribution:

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EA-D/Pers [REDACTED] rj (20 Dec 78)

STATINTL

19 December 1978

WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT ACTIVITIES
FOR THE AGENCY (13-19 December 1978)

1. The following rehired civilian annuitant case was approved
by the Deputy Director for Administration as a new hire:

DDO

STATINTL

- Independent Contractor, LA Division,
effective 1 December 1978.

2. The following rehired civilian annuitant case was terminated:

DDO

STATINTL

- Independent Contractor, SE Division,
terminated 9 December 1978.